DOCUMENT RESUME

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TITLE Career Guidance Needs Assessment Survey: A Career Guidance Instrument Developed Under Section 211 of the Appalachian Regional Development Act.

NOTE 11p.; For related documents, see CE 006 469 and CE 006 471-472

AVAILABLE FROM Essential administrative data and machine scoreable answer sheets may be obtained from Dr. Ronald Clifton, Education Department, Frostburg State College, Frostburg, Maryland 21532 (No price given)

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage

DESCRIPTORS Career Planning; Counseling Programs; Counselor Role; Guidance Programs; Interest Tests; Junior High Schools; Multiple Choice Tests; *Needs Assessment; Occupational Guidance; *Questionnaires; *Secondary Education; Student Interests; *Student Needs; Student Opinion; *Vocational Counseling; Vocational Interests

IDENTIFIERS *Career Guidance; Maryland; *Tri County Career Education Project

ABSTRACT

The survey instrument was developed for use with students in grades seven through twelve to determine their career guidance needs. It is an 84-item multiple-choice questionnaire which elicits information on career planning, student interests, self-awareness, and student perceptions of the counselor's role. The authors state that since extensive statistical analyses have not been completed with the instrument, it must be considered experimental and used accordingly. (Author/MS)

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Tri-County Career Education Project

Allegany•Garrett•Washington Counties State of Maryland

CAREER GUIDANCE NEEDS ASSESSMENT SURVEY

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CAREER GUIDANCE INSTRUMENT

Developed Under

Section 211

of

The Appalachian Regional Development Act

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CAREER GUIDANCE INSTRUMENT

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The Appalachian Regional Development Act

This survey instrument was developed for use with students in grades 7 - 12 in an effort to determine their career guidance needs. It was developed through the efforts of school counselors in the Western Maryland Counties of Allegany, Garrett, and Washington under the direction of Dr. Ronald Clifton, Frostburg State College. Funds for this project were provided under the Appalachian Regional Development Act, Section 211.

Since extensive statistical analyses have not been completed with this instrument, it must be considered experimental and used accordingly. For this reason and to obtain valuable input from practicing counselors in an effort to improve and revise these items, anyone wishing to administer this instrument to secondary school students should contact the following person so that essential data about the instrument's administration may be obtained:

Dr. Ronald Clifton
Education Department
Frostburg State College
Frostburg, Maryland 21532
(301) 689-4362

A companion IBM 1230 machine scoreable answer sheet was also developed for utilization with this instrument. Questions about its availability should be directed to the above.

CAREER GUIDANCE NEEDS ASSESSMENT SURVEY

CAREERS: You are being asked to respond to these questions so that your school counselor can provide you with learning experiences to help you plan your career—your future. Information you provide here will enable the counselor to develop a program of activities just for you—a program aimed at helping you understand your abilities and interests and how they relate to the world-of-work and your career. Please respond to all questions as directed.

I. 1. Would you like to work in a job while in school which will help you to explore your interests?

A. Yes
B. No
C. Not sure

2. Would you like to learn about the salaries or occupations in which your are interested?

A. Yes
B. No
C. Not sure

3. Would you like to learn about the demand for workers in occupations in which you are interested?

A. Yes
B. No
C. Not sure

4. Would you like to discuss scholarships and loans with a counselor or teacher?

A. Yes
B. No
C. Not sure

5. Would you like to take courses which will help you to explore your interests?

A. Yes
B. No
C. Not sure

6. Would you like to discuss your plans about getting a job with a teacher or counselor?

A. Yes
B. No
C. Not sure

7. Would you like to explore some of your abilities and how they relate to people who are successful in certain occupations?

A. Yes
B. No
C. Not sure

8. Would you like to find out how far in school people with abilities like yours usually go?
   A. Yes
   B. No
   C. Not sure

9. Would you like to learn about apprenticeship and other job training programs in which you could participate?
   A. Yes
   B. No
   C. Not sure

10. Would you like to learn about colleges which you could attend?
   A. Yes
   B. No
   C. Not sure

11. Would you like to discuss job and/or college training programs with a counselor?
   A. Yes
   B. No
   C. Not sure

12. Would you like to find out how people enter occupations that are of interest to you?
   A. Yes
   B. No
   C. Not sure

13. Would you like to find out the occupations that people with your interests are most likely to enter?
   A. Yes
   B. No
   C. Not sure

14. Would you like to learn which training programs are open to you and which ones interest you?
   A. Yes
   B. No
   C. Not sure

15. Would you like to find out how people advance in the occupation in which you are interested?
   A. Yes
   B. No
   C. Not sure

16. Would you like to learn the important duties of the occupations in which you are interested?
   A. Yes
   B. No
   C. Not sure

17. Would you like to take tests to increase your understanding about your abilities?
   A. Yes
   B. No
   C. Not sure

18. Would you like to find out the cost of training for the occupation in which you are most interested?

A. Yes
B. No
C. Not sure

19. Would you like to find out how much study and experience are necessary to enter the occupation of interest to you?

A. Yes
B. No
C. Not sure

20. Would you like to talk about job responsibilities to workers in the occupation which you intend to enter?

A. Yes
B. No
C. Not sure

21. Would you like to talk about the requirements to students in the training program which you intend to enter?

A. Yes
B. No
C. Not sure

22. Would you like to learn about different high school programs which you could enter?

A. Yes
B. No
C. Not sure

II. 23. Which one of the following best describes your occupational plans?

A. I know exactly what I want to do.
B. I am thinking about several occupations.
C. I have thought about an occupation but have no definite plans.
D. I think it is too early to decide.

24. How definite are your plans for an occupation or career?

A. Very definite
B. Vague
C. Unknown

25. Would you enroll in a vocation (job training) program if one that interested you were offered in high school?

A. I am already in a vocational (job training) program.
B. Yes, I would enroll in such a program.
C. No, I would not enroll in such a program.

26. Are you planning to go to college?

A. Definitely yes.
B. Probably yes.
C. Probably not.
D. Definitely not.

27. If you plan to attend a college or university, in which one of the following fields do you plan to major? If you do not plan to attend a college or university or your selection is not in this list, indicate "NO".

A. No
B. Agriculture
C. Architecture
D. Business
E. Education

28. If you plan to attend a college or university, in which one of the following fields do you plan to major? If you do not plan to attend a college or university or your selection is not in this list, indicate "NO".

A. No
B. Engineering
C. Fine Arts
D. Journalism
E. Law

29. If you plan to attend a college or university, in which one of the following fields do you plan to major? If you do not plan to attend a college or university or your selection is not in this list, indicate "NO".

A. No
B. Medicine
C. Dentistry
D. Optometry
E. Major area undecided

30. With whom have you talked about your occupational plans?

A. Family
B. Guidance counselors
C. Teachers
D. Friends
E. No one

31. How often do you and your parents talk about your future career?

A. Just about every day.
B. Once or twice a week.
C. Once or twice a month.
D. Never or hardly ever.

32. What do your parents (or guardians) think about your career plans?

A. They approve because they suggested the career I have chosen.
B. They are interested, and we have talked often about my future.
C. They are interested but don't understand what I want to do.
D. They are not interested.
E. I have no career plans.

33. In your opinion, what is the biggest problem facing your age group?

A. Gaining admission to college.
B. Finding a good job or career.
C. Getting along with family or other adults.
D. Getting along with people our own age.
E. Choosing a career.

34. If you plan to attend a technical, vocational or trade school, in which one of the following areas do you plan to study? If you do not plan to attend a school of this type or your selection is not in this list, indicate "NO".

A. No
B. Accounting
C. Air conditioning and heating
D. Automobile mechanic
E. Automobile body repair

35. If you plan to attend a technical, vocational, or trade school, in which one of the following areas do you plan to study? If you do not plan to attend a school of this type or your selection is not in this list, indicate "NO".

A. No
B. Beauty culture
C. Carpenter
D. Plumber
E. Brick or stone mason

36. If you plan to attend a technical, vocational, or trade school, in which one of the following areas do you plan to study? If you do not plan to attend a school of this type or your selection is not in this list, indicate "NO".

A. No
B. Clerical training
C. Data processing
D. Drafting
E. Practical nursing

37. If you plan to attend a technical, vocational, or trade school, in which one of the following areas do you plan to study? If you do not plan to attend a school of this type or your selection is not in this list, indicate "NO".

A. No
B. Chef's training
C. Baker's training
D. Electronics training
E. Secretarial training

38. At the present time, I plan to

A. Quit school before graduation.
B. Graduate from high school.
C. Continue education beyond high school.
D. Make no plans.

III. **Questions 39 - 53.** How much help do you need with each of the following? Mark your answers as follows:

A. Very much
B. Some
C. Not much
D. None

39. Improving my study skills.
40. Improving my reading skills.
41. Improving my math skills.

42. Choosing courses.
43. Discussing my personal problems.
44. Making career plans.
45. Getting financial support to continue my education.
46. Finding part-time and summer work.
47. Which one of the following is most important to you?
    A. Making friends.
    B. Achieving financial success.
    C. Making an artistic contribution.
    D. Making a scientific contribution.
    E. Helping people.

48. Which one of the following best describes your work experience?
    A. Never worked.
    B. Have a steady job.
    C. Odd jobs.
    D. Work in summer only.
    E. Odd jobs in summer only.

49. With whom do you usually discuss your problems:
    A. Family
    B. Teachers
    C. School counselors
    D. Friends, brothers, or sisters
    E. No one

50. How do you like school?
    A. I dislike school and will be glad to leave.
    B. I dislike school some of the time.
    C. I accept it as necessary.
    D. I like it most of the time.
    E. I like it very much.

51. Which one of the following would you like most?
    A. To get better grades.
    B. To be more popular with my age group.
    C. To be liked better by my teachers.
    D. To do better in school activities (sports, drama, clubs, chorus)
    E. To have closer friendships.

52. During the last school year approximately how many hours a week did you work as a volunteer or for pay? Do not include chores done at home.
    A. None
    B. Approximately 1 to 5 hours.
    C. Approximately 6 to 10 hours.
    D. Approximately 11 to 20 hours.
    E. Approximately 21 hours or more.

IV. **Questions 53 - 67.** How much do you like each of the following areas? Mark your answers as follows:

A. I like this very much.
B. I like this fairly well.
C. I am indifferent or don't know enough about this.
D. I dislike this a little.
E. I dislike this very much.

53. Agriculture
54. Business Education
55. English
56. Music
57. Art
58. Foreign Languages
59. Home Economics
60. Mathematics
61. Physical Education
62. Sciences
63. Social Studies
64. Industrial Arts
65. Vocational — Technical Center
66. Child Care
67. Work-Study

V. 68. Do you know where the guidance office is located?

A. Yes
B. No
C. Not sure

69. If you become ill during the school day, would you go to the counselor?

A. Yes
B. No
C. Not sure

70. Does the counselor talk mostly with school troublemakers?

A. Yes
B. No
C. Not sure

71. Is it the counselor's job to tell students which decisions are best for them?

A. Yes
B. No
C. Not sure

72. If you wish, will the counselor tell you about the information which is in your school records?

A. Yes
B. No
C. Not sure

73. Can the counselor tell you the results of any standardized tests which you have taken?

A. Yes
B. No
C. Not sure

74. Is counseling primarily for the purpose of helping students to assume responsibility for their own decisions?

A. Yes
B. No
C. Not sure

75. Would you talk with the counselor about a personal problem if you had one?

A. Yes
B. No
C. Not sure

76. If you tell the counselor some information about yourself and ask that it be kept secret, would the counselor tell this information to teachers?

A. Yes
B. No
C. Not sure

77. Does the counselor have any authority over the teachers?

A. Yes
B. No
C. Not sure

78. Does the school have informational materials which tell you how to get training for a job in which you are interested?

A. Yes
B. No
C. Not sure

79. When the counselor and student are talking together, should the student be the one who decides what they talk about?

A. Yes
B. No
C. Not sure

80. Can the counselor find people outside the school who can help students with special problems?

A. Yes
B. No
C. Not sure

81. Can the counselor help students to consider what occupations they might choose?

A. Yes
B. No
C. Not sure

82. Can the counselor help students get into colleges or training programs?

A. Yes
B. No
C. Not sure

83. Can the counselor help a student get a part-time job?

A. Yes
B. No
C. Not sure

84. Do you feel that you can talk with a guidance counselor anytime?

A. Yes
B. No
C. We have no guidance counselor.